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## Richard Postema Associates, P.C. Architects/Engineers

## **NOTICE TO BIDDERS**

March 28, 2006

Mecosta-Osceola Intermediate School District, Big Rapids, will receive proposals from qualified general contractors for the Career Center Freezer/Cooler Addition project, located at 15830 190<sup>th</sup> Avenue, Big Rapids, Michigan 49307.

The general contractor will be the prime contractor responsible for the entire project including but not limited to demolition, general, site, plumbing, HVAC, refrigeration, electrical, and temperature control work.

Proposals must be mailed or delivered in person to Mr. Stan DeVoir, Mecosta Osceola ISD, 15760 190<sup>th</sup> Avenue, Big Rapids, Michigan 49307. All proposals must be sealed in envelopes, plainly labeled "Career Center Freezer/Cooler Addition" and must be received prior to 3:00 pm local time on April 27, 2006. Contractors will be notified within the allocated period of time as to their position in the bid process. Evaluation of proposals and award will be at a later date; successful contractor will receive a letter of intent prior to receipt of contract.

A pre-bid meeting will be held at 10:00 am, on April 12, 2006 at the Career Center. Attendance by general contractors is mandatory. General contractor shall inform School District or Architect's office of intent to attend pre-bid meeting by 5:00 pm, April 10, 2006.

Prospective bidders may make arrangements with the Owner to walk through the construction site prior to the pre-bid meeting.

The successful bidder shall order materials after receipt of Letter of Intent, signed contract, or purchase order. Construction will start following the end of the school year on June 12, 2006 and all work must be completed and occupancy permit obtained by August 30, 2006.

All bidders are required to furnish Bid Security in the amount of five (5%) percent of the Base Bid. Form of the security may be a bid bond, certified or cashiers check. This will be a guarantee that the bidder selected by Mecosta Osceola ISD will furnish the required PLM Bonds; failure to do so could mean forfeiture of the Bid Security.

All bidders must indicate, where shown on the Proposal Form, the cost of Performance and Labor and Material Payment Bonds covering 100% of the value of the project. Do not include the cost of the Bonds in the Base Bid.

Applicable Michigan use and sales tax apply to this project.

All bids shall be accompanied by a sworn statement disclosing any familial relationship that exists between the owner(s) and any employee of the bidder and any member of the Board of Education of the School District or the Superintendent of the School District. The Board of Education shall not accept a bid that does not include a sworn statement and notarized familial relationship disclosure statement.